



THE COMMANDANT OF THE UNITED STATES COAST GUARD
WASHINGTON, D.C. 20593-0001

DEC 8 1998

To present and future Coast Guard leaders:

I am pleased to present the second edition of the *Officer Career Development Guidebook*. This new version presents updated information in a more easily understood format.

This book is principally about preparation. Those who seek responsibility and authority must prepare themselves to fulfill the trust to which they aspire. Read thoughtfully, this guidebook will help prepare you for greater challenges in the Coast Guard.

The *Officer Career Development Guidebook* is intended as a leadership guide as much as a self-help tool. Use it to plan your own career, but study also the information pertaining to career steps you've already passed. Prepare yourself to advise junior officers and enlisted personnel who seek opportunities like the ones you've enjoyed.

Please accept this book with my sincere wish that it will prove useful in equipping you both to achieve your goals for the future and to fulfill your present leadership development responsibilities.

Sincerely

A handwritten signature in black ink, appearing to read "J. M. Loy".

J. M. LOY
Admiral, U. S. Coast Guard